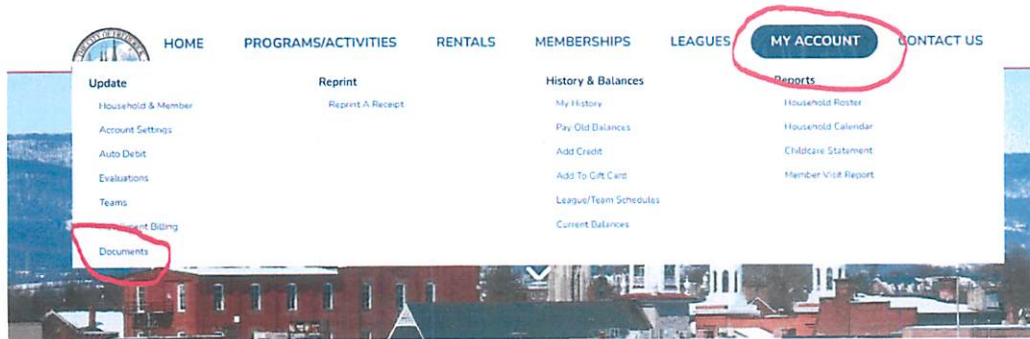


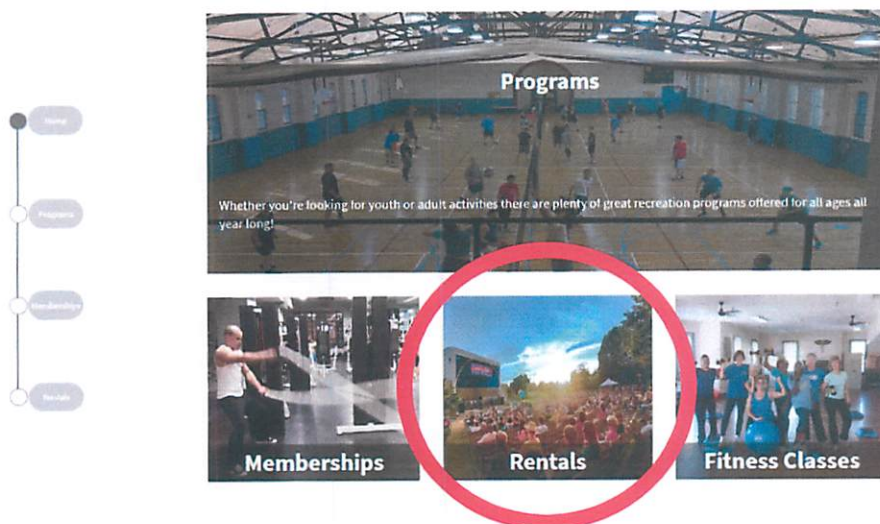
The City of Frederick Parks and Recreation Field Permit Request Instructions

1. Visit www.cityoffrederickmd.gov/webtrac and create account. When creating an account, please be sure to fill in the Organization Name (one account should be made per organization)
2. Upload Certificate of Insurance, Rosters, Tournament Schedule, etc. Cert. of Insurance must be uploaded prior to making a request.



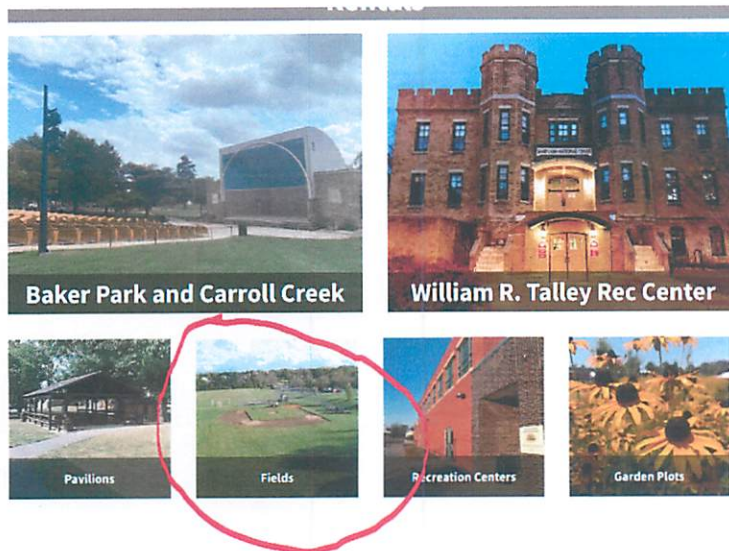
3. Type a description of what you are uploading and upload the document to the household.

4. To make reservations visit www.cityoffrederickmd.gov/webtrac, or click Home and select "Rentals"



https://frederickmd-my.sharepoint.com/personal/sstamper_cityoffrederickmd_gov/Documents/Drive/APPLICATIONS/APPLICATION FORMS/FIELD USER APPS/WEBTRAC Field Instructions/Field Reservation Instructions.docx

5. Select Fields



6. Use the filters for specific locations/date- hit "search" button to apply filters

Facility Search Criteria

Keyword Search	<input type="text"/>	Date	09/22/2021	Begin Time	12:00 am
Type	<ul style="list-style-type: none"> All Types Baker Park Building Carroll Creek Linear Park Court Garden Plots Lake Area Only 	Subtype	All Sub Types	Features	<ul style="list-style-type: none"> All Features Chairs Commercial Refrigerator Commercial Stove/Oven Conference Table Dressing Room Drive Gate
Location	<ul style="list-style-type: none"> All Locations Amber Meadows Park Apple Avenue Park Baker Park Baker Park Angelberger Field Baker Park Bandshell Baker Park Carillon Bell Tower 	Facility	All Facilities	Display Option	Detail

Search Reset [Icons]

7. Select ALL desired dates/times

Search Results

Showing 1 To 2 Total Results (2)

Clerestory Park Multi Purpose Field

Time Blocks (Select All that Apply)	Facility Description	Date	Price	Info	Documents	Share
<ul style="list-style-type: none"> 7:00 am - 8:00 am 8:00 am - 9:00 am 9:00 am - 10:00 am 10:00 am - 11:00 am 11:00 am - 12:00 pm 12:00 pm - 1:00 pm 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm 3:00 pm - 4:00 pm 4:00 pm - 5:00 pm 5:00 pm - 6:00 pm 	Clerestory Park Multi-purpose Field	04/20/2022	\$0.00/\$0.00	View Map	Documents	Share

https://frederickmd-my.sharepoint.com/personal/sstamper_cityoffrederickmd_gov/Documents/Drive/APPLICATIONS/APPLICATION FORMS/FIELD USER APPS/WEBTRAC Field Instructions/Field Reservation Instructions.docx

8. Once all desired dates and times have been selected click "add to cart".

The screenshot shows a reservation interface. At the top, there are two time slots: '4:30 pm - 5:00 pm' and '5:00 pm - 6:00 pm'. The '5:00 pm - 6:00 pm' slot is highlighted in red and labeled 'Unavailable'. Below this, the location 'Butterfly Ridge Full Gym' is shown. At the bottom, the location is 'Butterfly Ridge Recreation Room (ROOM_BUTTERFLY_RIDGE_RECREOM)' for the date '10/08/2021' at '6:00 pm - 7:00 pm'. The 'Add To Cart' button is circled in red.

9. Fill out any questions that apply to that field permit, including the rules/policies.

The screenshot shows a 'Questions' form. It includes the following fields:

- How did you hear about us? (Dropdown menu with options: TV, Print, Search Engine, Other)
- Reservation Purpose * (Text input field)
- Are goods or food being sold / used during this activity? * (Dropdown menu with option: Not Selected)
- Will participants be charged a fee? * (Dropdown menu with option: Not Selected)
- If yes, what is the fee? (Text input field)
- Equipment required: (Dropdown menu with options: Tables (3 available at Whittier - 2 at TJ Middle), Chairs, Scoreboard)
- Please identify any other information that will be helpful to the Center Staff: (Text input field)

10. At the bottom of this screen, if applicable to your permit request, you make select the option to request a pattern (every Wednesday from X date to Y date, 6:00pm – 8:00pm). **IMPORTANT:** Be very careful to request certain days of week etc. to complete the pattern properly. Example: Otherwise, you may reserve a field for EVERY day of the week from 6 -8 pm for September and October. See additional instructions below for specific instructions for pattern reservation.

The screenshot shows a 'Permit Information' form. It includes the following fields:

- Permit Option: Butterfly Ridge Recreation Room at Butterfly Ridge Elementary Recreation Center (This Facility)
- Pattern Option: Weekly
- Weekdays: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Begin Date *: 01/12/2022
- End Date *: 02/25/2022
- Begin Time: 6:30 pm
- End Time: 7:30 pm

11. Proceed to checkout. Here you will see what your total will be based on the whole request, however you will only be required to make minimum deposit payment (20% of entire reservation).

This is for a permit request only. If approved, you will be notified. Your final approved dates will be emailed to you. If your final approved dates total fees equal less then what you had originally put as your 20% deposit, you will be refunded/credited the difference. Your balance can by paid online at My Account, Pay Old Balances per our policies

https://frederickmd-my.sharepoint.com/personal/sstamper_cityoffrederickmd_gov/Documents/H Drive/APPLICATIONS/APPLICATION FORMS/FIELD USER APPS/WEBTRAC Field Instructions/Field Reservation Instructions.docx

HOW TO

CREATE PATTERN RESERVATIONS

01

WebTrac Facility Search

Keyword Search: []

Date: 10/17/2022

Begin Time: 12:00 am

Type (1): Baker Park, Building, Carroll Creek Linear P., Court, Garden Plots, Lake Area Only

Search Results: Showing results 1-20 of 55

Display Options: Detail

Wetherburne Park
No restrooms or electric

Date	Facility Description	Price	Info
Oct 17	Wetherburne Park Grassy Area	\$2.00/\$2.00	Item Details

No Times Available

Amber Meadows SB/LL Practice Field
2 sets of benches/bleachers, 60' diamond

Date	Facility Description	Price	Info
Oct 17	Amber Meadows SB/LL Practice Field	\$3.50/\$7.00	Item Details

7:00 am - 8:00 am, 8:00 am - 9:00 am, 9:00 am - 10:00 am, 10:00 am - 11:00 am, 11:00 am - 12:00 pm, 12:00 pm - 1:00 pm, 1:00 pm - 2:00 pm, 2:00 pm - 3:00 pm, 3:00 pm - 4:00 pm, 4:00 pm - 5:00 pm, 5:00 pm - 6:00 pm, 6:00 pm - 7:00 pm, 7:00 pm - 8:00 pm, 8:00 pm - 9:00 pm, 9:00 pm - 10:00 pm

Under Rentals, use the filters on the left hand side of the screen to filter the location and first day of your pattern. Click on the first time that you'll need to reserve for. Add to cart.

02

Permit Information

Permit Option: Amber Meadows SB/LL Practice Field (This Facility)

Pattern Option: Weekly

Weekdays: (4) Monday, Tuesday, Wednesday, Thursday

Begin Date: 10/17/2022

End Date: 11/28/2022

Begin Time: 5:00 pm

End Time: 07:00 pm

How often you need the pattern. Exp. your practices are Mon-Thursday every week

When you reservation starts and ends

The time you need the reservation. Exp. your practices are 5-7pm Mon-Thursday

Answer any questions that apply to the reservation, check waiver. Under waiver, see Permit Information. Select your pattern frequency, days, begin date, end date, and time each night. After your pattern is created, hit continue on bottom of page.

03

Remove	Amber Meadows SB/LL Practice Field on 11/02/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/03/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/07/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/08/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/09/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/10/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/14/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/15/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/16/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/17/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/21/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/22/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/23/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/24/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Remove	Amber Meadows SB/LL Practice Field on 11/28/2022 at 5:00 pm to 7:00 pm at Amber Meadows Park (Permit - in Review)	Sean	\$ 14.00	⋮
Grand Total Fees Due			\$ 343.00	

You will see all your dates and times will be listed. If you need to make a new pattern (exp. Saturday games, one off practices, etc) hit continue shopping. If you are finished, Proceed to Checkout.

04

Checkout

Summary of Charges

New Charges in Shopping Cart:	\$ 343.00
Old Balances in Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 343.00
Minimum Amount Due Today:	\$ 68.60
Maximum Amount Due Today:	\$ 343.00

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: *

\$ 343.00

Using This Payment Method: *

Credit Card

At checkout you will see what your total balance will be, and what the minimum due today to hold your request will be. You must put at least the minimum down in the "Amount to Be Paid Today" box to hold your permit request. Input your payment information and hit continue. Your request has now been submitted.




FREDERICK
PARKS & RECREATION

To delete a reservation: Go to My Account. On left side, 3rd option is Cancellations.

[RENTALS](#)[MEMBERSHIPS](#)[LEAGUES](#)[MY ACCOUNT](#)[CONTACT](#)

History & Balances
[My History](#)
[Pay Old Balances](#)
[Cancellations](#)
[Add Credit](#)
[Add To Gift Card](#)
[League/Team Schedules](#)
[Current Balances](#)

Reports
[Household Roster](#)
[Household Calendar](#)
[Childcare Statement](#)
[Member Visit Report](#)



Welcome, Effland #1 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

To print reservations:

1. Login into Webtrac
2. Go to My Account, under Reports click Household Calendar
3. Select Output (for fields click facility reservations)
4. Select what months you want to display on the calendar
5. Recommend choosing YES on the Print Location question
6. Recommend choosing PDF to send the email
7. Hit Submit, a pdf calendar of your reservations will be emailed to the email on the account

For Assistance using Webtrac, email registrationdesk@cityoffrederickmd.gov.

https://frederickmd-my.sharepoint.com/personal/sstamper_cityoffrederickmd_gov/Documents/H Drive/APPLICATIONS/APPLICATION FORMS/FIELD USER APPS/WEBTRAC Field Instructions/Field Reservation Instructions.docx